



MEETING MINUTES  
November 16, 2011  
**Approved**

In Attendance: Bob Watts, Chairman, Lou Schack, Vice-Chairman, Don Carlson, Member, Matt Brown, Authority Administrator and Paul Ruffini, ARRO Consulting, Inc.

Call to Order

B. Watts, Chairman, called the meeting to order at 7:35 PM.

Approval of Minutes

L. Schack moved, seconded by D. Carlson to approve the minutes of the October 19, 2011 Authority meeting as submitted. It was so moved.

Approval of Payments

After a few brief questions, D. Carlson moved, seconded by L. Schack, to approve the payments for November 2011 and to accept the Balance Sheet and Report of Revenue and Expenses for the month of November, as submitted. It was so moved.

Presentation of Proposed 2012 Operating and Capital Budgets

M. Brown reviewed the proposed Operating and Capital Budgets for the Authority. On the Operating budget, he noted the changes proposed by the Township and stated it was consistent with the anticipated workload. He noted the revenue reflected a continuation of the \$175 per quarter per EDU rate and that no rate increase was being recommended with the exception of the Marsh Harbour system. Due to operating expenses and the aging infrastructure, he was recommending for Marsh Harbour a \$15 per quarter per EDU increase for 2012. On the Capital budget, M. Brown noted the update of the Authority three-year capital plan and the projects proposed were consistent with that plan. He also noted the Township's request for the purchase of a mini-excavator for use in repair and service of drip tubing. B. Watts asked M. Brown to investigate whether or not leasing an excavator would be less expensive. M. Brown said he would look into it for next month. M. Brown requested that the Authority consider passage of both budgets at their December 21, 2011 meeting.

Authority Administration Reports

M. Brown referenced the Clean Water, Inc. monthly report, the ARRO Consulting, Inc. monthly report and the report of the Authority Administrator. He noted that all treatment facilities were generally operating well and met their permit requirements. He also noted the recent snow storm had a minimal impact on the wastewater systems. D. Carlson asked about the status of the letter to the residents at 210 Ivystone Drive. M. Brown shared that no response was received from the residents and confirmation that the copy of the letter sent certified mail was received. He noted that Al Gaspari of the Township and Jay Jackson of ARRO were moving forward with the repair.

M. Brown noted that he would be offering a deposition for the Township and Authority on the Toll Brothers litigation November 17<sup>th</sup>. He also shared with the Authority a new law passed that adjusts the minimum amounts for bidding of construction services.

B. Watts requested an update on the sewer bill accounts receivables for the December meeting.

Open Session

No public was in attendance, no further comments offered.

Next meeting date: December 21, 2011, 7:30 PM.

Adjournment

There being no further business to discuss, the meeting was adjourned at 8:15 PM.

Respectfully submitted,

G. Matthew Brown, P.E., DEE  
Authority Administrator